

Monthly Board Meeting  
Minutes  
February 9, 2011

**TOWN of BIG LAKE**  
*"Sherburne County's First 5-Member Township Board"*  
P.O. Box 75, Big Lake, Minnesota 55309

On Wednesday, February 9, 2011, the Big Lake Board of Supervisors met at the Big Lake Town Hall located in the Big Lake Lions Park Community Center at 21960 County Road #5, Big Lake Township, Sherburne County, State of Minnesota. The meeting was tape recorded for transcribing purposes only.

Chairman Hofer called the meeting to order at 7:00 p.m. There were 10 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

Board Members Present:      Bob Hofer, Chairman  
   Norm Leslie, Supervisor  
   Jim Stahlmann, Supervisor - Arrived at 7:03 p.m.  
   Mike Hayes, Supervisor  
   Ken Warneke, Treasurer  
   Laura Hayes, Clerk  
   Kristie Woolard, Deputy Clerk  
   Todd McLouth, Township Engineer

Board Members Absent:      Larry Alfords, Supervisor

Audience members present included: Brian Bensen, Sherburne County Administrator; Ewald Petersen, Sherburne County Commissioner; Gordon Vosberg, New River Ambulance Coordinator; Randy Miller, Big Lake Fire Chief; Captain Steve Doran, Sherburne County Sheriff's Department; John Menter, Sherburne County Public Works Director; Rhonda Lewis, Sherburne County Engineer.

All present stood and recited the pledge of allegiance to the Flag of the United States of America.

Supervisor Leslie motioned to approve the agenda as presented. Supervisor Hayes seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Hayes motioned to approve consent agenda items: a) Approval of Minutes: Regular Monthly Board Meeting 1-12-11; and, Second Monthly Meeting 1-26-11. b) Approve Big Lake Lion's Club Use of Big Lake Fire Hall to hold the Big Lake Lion's Fish Fry 3-11-11 & the Pancake Breakfast 4-17-11. c) Call Local Board of Appeal & Equalization for Friday, April 1, 2011 at 9:00 a.m. at Big Lake Town Hall. d) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Leslie seconded. Each Supervisor abstained from approval of their payroll claim. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All present were in favor. The motion carried.

#### BUSINESS FROM THE CLERK

- a) Gina Hugo, Sherburne County Soil & Water/Forest Health Issue Report – Gina Hugo presented information regarding the host/parasite interaction, the disease cycle, the environment and management of oak wilt, Sherburne County forest improvement projects, and buckthorn removal at Bridgeview Park. She advised the SWCD promotes sustainable woodlands and is available for consultation and assistance to Sherburne County residents to meet this goal.
- b) Other-Updates-Meetings – Clerk Hayes had nothing to report.

#### BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

##### TOWN ROADS

- 1) Award Bids for 211<sup>th</sup> Avenue Road Reconstruction – Township Engineer, Todd McLouth advised 211<sup>th</sup> Avenue Road Improvement Bids were opened February 8, 2011. Three bids were received. The engineer's estimate for the reconstruction project was \$176,000. The low bid received was from Knife River Co. in the amount of \$183,404.55. The high bid was from Hardrives, Inc. in the amount of \$217,432. The Township Engineer recommended awarding the bid to Knife River Co. Treasurer Warneke agreed with the recommendation. Supervisor Stahlmann motioned to award the bid as recommended, to Knife River Co. in the amount of \$183,404.55. Supervisor Hayes seconded. All present were in favor. The motion carried.
- 2) Review/Discussion Regarding the Simultaneous Closing of CR. 5 and CR. 73 Bridges Occurring February 2011 – Chairman Hofer opened discussion noting that the Township has been advised that local emergency services have been able to put operational contingency plans into place in response to the closing of County Road 5 and 73 bridges over the Elk River. Chairman Hofer inquired if there is a timeline for the project. Sherburne County Engineer, Rhonda Lewis advised the project has a July completion date. She noted the contractor pushed to get the project going and wants to be out of the streambed by March 15<sup>th</sup>. (Because of DNR regulations.) From March 15<sup>th</sup> to approximately July 15<sup>th</sup> it is planned that all work will be occurring above water. The contractor will be working continuously on the project. The only time there will not be activity at the construction site is during the drying and curing of concrete. Supervisor Hayes inquired if this is a 6 to 7 month project, no matter when it would have started. Rhonda Lewis confirmed that was correct and advised the contractor has another job scheduled after the County Road 5 and 73 bridge projects. Supervisor Stahlmann advised he encounter some confusion regarding the detour when traveling north on County Road, south of T.H. 10. It was noted there are no detour signs in the area of the Northstar Station. Rhonda Lewis advised she would make arrangements for signs to be placed in that area very soon. Sherburne County Sheriff's Deputy, Captain Steve Doran advised the detours will not have much affect on the sheriff department's ability to respond to calls. He noted the deputies are mobile and are accustomed to road closures and detours throughout the County during road construction season.

New River Medical Ambulance Coordinator, Gordy Vosberg advised both he and Big Lake Fire Chief, Randy Miller drove the detour from the Big Lake Fire Hall to the Big Lake Town. It took both of them 14 minutes to make the drive. Gordy Vosberg advised this is not an insurmountable delay, but it has made it clear operational adjustments were necessary. He provided a copy of the guidelines the New River Medical Center EMS will operate under during the bridge closures. These guidelines include: Continuing to operate two 24-hour ambulance crews. When the Big Lake crew is called out, the Monticello crew will proactively position themselves in the area of Highway 25 and County Road 11 just north of the river bridge to further reduce response times. The crew's portable radios have been reprogrammed to scan the Sherburne County Sheriff's radio channels to anticipate potential runs and reduce response times. The EMS's in-vehicle GPS mapping system has been updated to reflect the bridge closures and will reroute ambulance crews to the next most efficient route. New River Medical Center EMS has notified surrounding EMS services of the bridge closures and may request mutual aid to respond to call if mutual aid is in a better position to respond more quickly. Sherburne County Commissioner, Ewald Petersen noted that all Sherburne County Sheriff patrol cars are equipped with defibrillators and the deputies have been trained in how to use them.

Big Lake Fire Chief, Randy Miller advised 14 minutes is a significant delay for the fire department. After reviewing how the bridge closures would impact Big Lake Fire's operational response, he has implemented the following steps to minimize response delays: Automatic Aid from Becker Fire Department will be in place to assist on all fire calls in the affected response area. He noted, it is possible that they may arrive on scene before Big Lake. Mutual Aid partners: Monticello, Elk River, Zimmerman, Fish & Wildlife and the DNR have been updated on the pending bridge closures and possible alternate routes on any mutual aid requests from Big Lake. All Big Lake Firefighter's will be aware of bridge closures and alternate routes to use when responding. Firefighter Dan Mooney, who resides north of the Elk River just off of County Road 5, will take home a Big Lake Fire Department radio and his fire gear, so he can respond directly to any calls from his home. On high-risk fire days for grass fires, Big Lake fire will staff a Grass Truck and stage it for response on the north side of the bridge closings. He further noted that a fire truck can't be staged on the north side of the river, because only one fireman lives north of the river.

Chairman Hofer inquired if the Big Lake School District and bus company are aware of the closures and have bussing plans in place. West Sherburne Tribune staff writer, Jennifer Edwards advised she had spoken with Big Lake School Activities Director, Brad Schnitzler yesterday and was told that Tim Hesley, Visions Bus Company had reworked the bus routes and it will not cost the school any more money this year to run the reconfigured routes. However, the kids will be on the bus longer. Rhonda Lewis advised she contacted the schools before the bids were let. She further noted that travel patterns were closely looked at when and it was found that County Roads 73 and 5 don't detour to each other well because they are different travel patterns. It was further noted that doing these projects at the same time offered a considerable cost savings to the County.

3) Other-Updates-Meetings –

a) Land Title Summons in Application for Registration of Land and Amended Application to Register Title to Certain Land/Vernon & Delores Schwalbe – Treasurer Warneke advised this is similar to previous requests received by the Township from property owners in the Birch Lake Beach working on establishing boundary lines for their property. The Schwalbe's property is located in the Revised Plat of Eagle Lake Park, which was surveyed in 1923. The Schwalbe's have appeared before the Township and the Township offered them a proposal. No response to the proposal was received from the Schwalbe's. The land title summons and amended application has been forwarded to Township Attorney, Peter Tiede.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised he will be taking some training in March to learn how to use the Juno GPS sign marking equipment. He further advised he will be attending a class from the University of Minnesota on pavement rehabilitation products, processes and strategies.

SUPERVISOR'S REPORTS

1) Other – Updates - Meetings – The Supervisor's had no reports to make at this time.

Sherburne County Commissioner, Ewald Petersen gave the Board several updates regarding County road projects.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total receipts & disbursements received since January 1, 2011 are \$75,700.10 and \$219,242.03 respectively. A couple of CD's will be maturing soon. Most of the Township's cash is in savings at this time due to the low rate on CD's. Treasurer Warneke reviewed the Interim Financial Reports for the 101,102,103 and 402 accounts.

Treasurer Warneke advised the Sherburne County Auditor has sent the 2011 and 2010 Taxable Market, Net Tax Capacity Value and Rate Comparisons. The Township's net tax capacity value is down 5.2% from 2010 to 2011. It was noted the calculation of the minimum 2012 road and bridge levy for Big Lake Township is \$339,443.25. Treasurer Warneke advised it will not be a problem to meet the minimum, noting the 102 levy will most likely be over \$600,000.

b) Review and Approve 2011 Budget – Treasurer Warneke advised the Board of Audit will be held at the next meeting on February 23, 2011. He advised that the budget presented tonight is \$100,000. lower than the proposal last year. The 2011 budget, as presented tonight, is \$1,427,000. He reviewed each of the government funds. Supervisor Hayes advised that engine 12 is now completely stocked. The cost to get all the equipment and hand tools back on the engine was approximately \$5,000. Supervisor Stahlmann inquired about the Aspen Hills WWTF fund.

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Treasurer Warneke advised this is a self-supporting fund. The tax assessments pay the fund back, it is not levied for. Treasurer Warneke advised at this time there are no requests for expenditures from the 403 General Capital Fund. Supervisor Leslie inquired if requests could be made later. Treasurer Warneke advised the budget is preliminary and can be amended if necessary. Supervisor Leslie motioned to approve the 2011 budget as presented. Supervisor Stahlmann seconded. All present were in favor. The motion carried.

#### **ADJOURNMENT**

A motion was made by Supervisor Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Laura Hayes, Clerk